



**Operations Team Meeting Minutes
Student Center SC106
February 17, 2015**

Attendees: L. Smerdon, M. Acevedo, C. Phair, G. Moriarty, A. Gagne, M. Lucey, C. Ross, A. Hislop, E. Greenslade, D. Bertolino, C. Phair, C. Goodwin, R. Haskell, D. Brown, S. McDermot, G. Moriarty, M. Leavitt, B. Williamson, L. Buckley, D. Gingerella (Guest)

Spurk Renovations: An official document was handed out describing the renovations, namely air quality, sprinklers, new windows, updates to meet code requirements, gender neutral and updated bathrooms, accessibility changes, and replacement of any hazardous materials. According to current plans, construction will begin next January, with half of the building off-line in January, entire building off-line starting in May'16. Back on-line in August. Other half of building will be off-line in fall and completed in May'17. If delayed due to weather, construction will begin May'16.

Identify Space for Classrooms: Basement of Building B and E will be classroom and office space. In order to spend money wisely, the plan is to move people just once. The building will feel more like a modern classroom building. The lecture hall will become a handicap-accessible lecture hall utilized for many purposes. Plans include moving Jitters to next classroom to provide more seating and turning vending machine area into a classroom. With 65% of the classes on campus at Spurk, patience is required. To avoid rumors, two people can be depended upon to provide the answers when questions arise: David and Clayton.

Crisis Management Team: With Lane on vacation and Bill Heineman away from campus this week, the crisis management team was needed. Due to freezing temperatures, a pipe burst in the El Hefni building. The handout distributed to the committee provided the names of the designees in case of absences.

Public Safety RFP: An emergency exercise event, with the participation of the State Police, local Police and Fire departments, is scheduled for June 1st, from 8:00 am to 1:00 pm. Faculty and students will be invited. Also, a table top exercise is planned for Oct. 30 at the Riverwalk.

Safety Training Update: Joe Solomon is willing to do this again, as several people are interested in attending. A pdf of the event was distributed and a video is in the planning stage.

Public Safety Escort Service: Available for everyone. People are encouraged to use this.

Blue Boxes: Public safety phones should be in all buildings. This will be investigated.

Temperature Issues: Area in Tech Center has varying temperatures in Classrooms 127, 128, and 129 and some offices. A survey is needed to investigate this problem. Chuck Phair noted that the cleaning crew left a window open resulting in 36° temperature twice during the past month.

RFP for Day Care Center: Only one respondent submitted a proposal. Can this space be better utilized than renting it out? About 30% of the clientele are directly related to college. The actual list of campus clientele will be reviewed.

Mother's Room for Breastfeeding Faculty/Students: Discussion was had concerning this. There is difficulty in managing a room, but it will be provided, since it is necessary.

25Live: A presentation was given by Allie Gagne. A handout with instructions was provided.

Respectfully submitted:

Linda Buckley

Date: February 23, 2015